**

**Professional Academic Advisor Onboarding**

*Before Day 1*

This document is used by the Training Lead to make sure the Academic Advisor is ready for day one. This document will be stored \_\_\_\_\_\_\_\_.

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|  | Task |
|[ ]  Welcome Committee has been created and verified for availability. |
|[ ]  Verify that the advisor’s office is equipped with necessary equipment (computer, monitor, desk, private office). |
|[ ]  Meet with Training Lead (or Advising Unit Lead) to create a tentative training schedule for the new Professional Academic Advisor (PAA). *\*Roles can be requested by the Department Security Administrator (DSA) once training is completed.*  |
| [ ]  | Meet with training mentor(s). |
|[ ]  Verify PAA training modules are ready and active. |
|[ ]  Send out the official welcome letter/email to the new hire.  |



*If we don’t worry about onboarding before the employee starts, then we’re way behind.*

*Ben Peterson, CEO of BambooHR*